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School Committee Minutes 09/08/2009

**APPROVED BY THE ARLINGTON SCHOOL COMMITTEE OCTOBER 27, 2009
AND ENTER ACMI VIDEO INTO THE RECORD**

**THE ARLINGTON SCHOOL COMMITTEE
REGULAR MEETING MINUTES
TUESDAY, SEPTEMBER 8, 2009
7:30 P.M.**

Present:
Joe Curran, Chair
Joe Curro, Secretary
Ronald Spangler
Jeff Thielman
Denise Burns, Vice Chair
Leba Heigham
Cindy Starks

Interim Superintendent: Kathleen Bodie
Interim Assistant Superintendent: Wallis Raemer
Special Education Director: Mark Ryder
Chief Financial Officer: Sue Mazzarella

Ms. Burns exited meeting at 9:53 p.m. and returned at 10:15 p.m.
Ms. Burns exited meeting at 10:17 p.m.

Mr. Curran requested a moment of silence recognizing the passing of:
- Thomas J. Sheehan (6/23/09) - Phys. Ed. Teacher at the Gibbs & Ottoson - 34 years - Retired 2001
- Michael J. Peters (6/28/09) - School Committee Member - 1985-1988
- Patricia Buckley (7/25/09) - Library Media Teacher - Thompson & Stratton - 22 years - Retired 2002
- Dr. Mary Carter (8/19/09) - School Committee Member - 1960 - 1969
- Ruth O'Leary (8/26/09) - Business Office - 25 years - Retired 1984

PUBLIC PARTICIPATION

None

OPENING OF SCHOOL OVERVIEW

Dr. Kathleen Bodie thanked the Madrigal singers who had performed at the opening of school today, reported that opening events went well, and welcomed over 86 new staff members. Dr. Bodie and Ms. Mazzarella thanked the maintenance employees and others for their hard work over the summer, especially for their role with the move of Ottoson daycare to AHS; construction of new space at the high school for the psychologist; creating the new location of A Place to Grow after-school program; and many other projects. Dr. Raemer gave a brief overview of professional development plans for the 2009 - 2010 school year.

Ms. Burns asked Ms. Mazzarella for historical data on the breakdown of new hires by FTE's.

INTRODUCTION OF MIDDLE SCHOOL PRINCIPAL

Mr. Curran introduced and welcomed Mr. Timothy Ruggere, the new Ottoson Middle School Principal, to Arlington Public Schools.

Mr. Ruggere stated he was pleased with the reception he had received by the administration, staff, students and

parents over the summer and looks forward to working with everyone on the mission and vision of the middle school.
Dr. Bodie welcomed Mr. Ruggere and looks forward to having him here at the middle school.

H1N1 REPORT

Christine C. Sharkey, Director of Health & Human Service for the Town of Arlington and Lucille Nicholson, Director of Nursing for the Arlington Public Schools, presented the Town of Arlington's plan for H1N1 for the fall of 2009. The Seasonal Flu vaccination clinic will be held at Arlington Town Hall for persons ages 5 and over on October 8, 2009 from 4 - 7 p.m.

The H1N1 Flu vaccination clinics will start at the end of October/beginning of November, and vaccinations will be given to students at each school with permission from parents and/or guardians. Notices will be sent to each student.

APPOINTMENT OF CFO

Dr. Bodie asked that the School Committee members make a motion to approve her recommendation of Ms. Diane Fisk Johnson for the new Chief Financial Officer position. After Mr. Thielman questioned how the transition would be handled, Ms. Mazzarella said that all transition plans are in place and she will support Ms. Johnson in her new role as CFO next week and by phone or email. Dr. Bodie thanked the search committee members after the committee voted and welcomed Ms. Johnson to Arlington.

Mr. Thielman moved to approve Diane Fisk Johnson for the position of Chief Financial Officer of the Arlington Public Schools, seconded by Ms. Heigham.

Voted 7 -0 unanimous

REPORT FROM SUPT. SEARCH PROCESS SUBCOMMITTEE

Ms. Leba Heigham handed out the Arlington School Committee Superintendent Search Process Subcommittee's specifications for a Request For Proposals for Consultant Services to the committee members and the following motions were made.

Ms. Heigham moved to reconsider the motion of July 27, 2009 to support the proposed process with the proviso that the Superintendent Search Process Subcommittee report back to the full School Committee, with suggestions for further public involvement in Stage 1 and request visioning exercises from the public by the Budget Subcommittee around the direction of the Arlington Public Schools, seconded by Mr. Curro.

Voted 7 - 0 unanimous

Ms. Heigham moved to convene a full search for a superintendent, seconded by Ms. Burns.

Voted 7-0 unanimous

Ms. Heigham moved to approve the presented Request for Proposals for Consultant Services.

Ms. Heigham explained that the Superintendent Search Process Subcommittee had met at 7:00 p.m. earlier in the evening and that the subcommittee members did not have time to send out the Request for Proposals document for the committee to review before voting it this evening. After brief discussion, **Ms. Heigham withdrew her motion.**

Dr. Spangler moved to enter into a five-minute break, seconded by Ms. Burns.

Voted 7-0

After the committee members read through the proposal, the following motion was made.

Ms. Heigham moved to approve the presented Request for Proposals for Consultant Services, seconded by Ms. Burns.

Voted 7 -0

(Request for Proposals for Consultant Services attached to these minutes.)

SUPERINTENDENT REPORT

Dr. Bodie reported on:

- Advisory Board for the Readiness and Emergency Management for Schools (REMS) grant and the appointment of

Kathy Kaditz to be the part-time project director for the 18 months of the grant.

- Availability of Power Teacher to all K-12 teachers from any computer in the district and from home.
- Letter from Mark Miano on Asbestos Management plans, which is available in all principals' offices
- Letter to Thompson parents informing them that they could once again exercise in-district school choice, due to the Thompson School not making Adequate Yearly Progress (AYP) for English/Language Arts or mathematics in certain subgroups.

Ms. Mazzarella pointed out to the committee that Capital Requests for FY 11 are due in the Town Manager's office on September 18th and that -- given the current town finances -- no additional requests for FY 11 are planned. Sue did state to the School Committee members that delaying the purchase of a new bus until FY 12 will be very difficult for the Transportation Department.

Dr. Bodie pointed out other items of interest from her Superintendent's Report: the administration drafting of a new Elementary handbook; initiation in August of a process to develop a five-year plan for needed capital improvements; and proposed agenda topics for future School Committee meetings.

ROUNDTABLE

Ms. Burns, Policy and Procedures Chairman, presented the First Reading of the following proposed policy, which would ensure that the School Committee would have a public hearing before considering a proposal for installing of significant telecommunications or energy generation equipment on any building or school.

FIRST READING OF KCBA: RESPONSE TO TELECOMMUNICATIONS AND ENERGY GENERATION PROPOSALS

Ms. Starks spoke of her trip to Japan this past summer and announced that a booth with pictures and additional information would be available at Town Day.

Ms. Heigham, District Accountability Chairman, will be planning a meeting later this month.

Dr. Spangler reported on the Lego Robotics Club after school program at the Ottoson Middle School coached by Andrew Garrity, stating that --due to the large number of interested students -- Principal Timothy Ruggere would conduct a lottery to select participants for the program. Dr. Spangler thanked Dr. Raemer and the Administration for their support of this program.

Mr. Thielman announced that the Thompson Building Committee is following the MSBA plan and moving forward.

Mr. Curro will provide the full committee with the Budget Subcommittee's recommendation for a Budget Timeline for 2011 at the next meeting.

Ms. Burns and the Policy and Procedures subcommittee continue to work with administration on Section I of the Policy and Procedures Manual and will continue to provide policy updates.

Mr. Curran thanked the teachers and Administration for a great start to the new school year and thanked Ms. Burns for attending opening day ceremonies, while he was teaching, expressing hopes for a successful year for everyone.

SECRETARY REPORT

Mr. Curro, Secretary, reported on all correspondence received:

Documents include FY 11 Budget Development, Asbestos Hazard Emergency Response Act, Resignation notice of assistant principal Ottoson, draft minutes from July 2, 2009 and July 27, 2009 Letter to Parents and Guardians of Thompson School Student, NCLB law - Adequate Yearly Progress (AYP). Budget Subcommittee July 27, 2009 minutes, Summer projects, resume DFJ-CFO, Breast Cancer 3-Day thank you, NSBA annual notices, appreciation letters to student reps, Policy & Procedures minutes, July 15, 2009, FY 2011 Capital Budget and FY 2011 - 2015 Capital Plan, Capital Budget FY 2010, Requests Five Year Plan FY 2011-2015, AP results, New Staff per school 9/4/09, Orientation Schedule-Back to School packet 2009, Staff Acceptable Use Policy Elementary Tuesday PD calendar 09-10, Mentor Handbook, Elementary Handbook, New Teacher Handbook

CONSENT AGENDA

- v Approval of Warrant #10011 Dated 7/21/09 Total Warrant Amount \$388,614.09
- v Approval of Warrant #10016 Dated 8/4/09 Total Warrant Amount \$193,135.82

- v Approval of Warrant #10024 Dated 8/18/09 Total Warrant Amount \$102,014.08
- v Approval of Warrant # 10031 Dated 9/1/09 Total Warrant Amount \$ \$448,598,78

Ms. Burns moved to approve the Consent Agenda as presented, seconded by Mr. Curro.
Voted 7-0

EXECUTIVE SESSION

Dr. Spangler moved to enter Executive Session at 9:53 p.m. to conduct strategy sessions in preparation for negotiations with non-union personnel, and to conduct collective bargaining sessions or contract negotiations with non-union personnel.

Roll Call: Ms. Starks - Yes, Ms. Heigham - Yes, Dr. Spangler - Yes, Mr. Thielman - Yes, Mr. Curro - Yes, Ms. Burns - No, Mr. Curran - Yes
Vote 6 -1 Ms. Burns voted No

Ms. Burns excused herself, stating that she will not go into Executive Sessions, due to trust issues with other committee members.

Dr. Spangler moved to exit out of Executive Session at 10:14 p.m. and return to open session, seconded by Mr. Thielman.

Roll Call: Ms. Starks - Yes, Ms. Heigham - Yes, Dr. Spangler - Yes, Mr. Thielman - Yes, Mr. Curro - Yes, Mr. Curran - Yes
Voted 6-0

APPROVAL OF NEW CHIEF FINANCIAL OFFICER CONTRACT

Dr. Spangler moved to approve the contract for Diane Fisk Johnson for the position of Chief Financial Officer, seconded Mr. Thielman.

Voted 5-1-1, Mr. Curran -No, Ms. Burns - abstained

EXECUTIVE SESSION

Dr. Spangler moved to enter Executive Session at 10:15 p.m. for the purpose of hearing two Level Three grievances and to return to open session only to adjourn, seconded by Mr. Thielman.

Roll Call: Ms. Starks - Yes, Ms. Heigham - Yes, Dr. Spangler - Yes, Mr. Thielman - Yes, Mr. Curro - Yes, Ms. Burns - No, Mr. Curran - Yes

Vote 6 -1 Ms. Burns voted No

Ms. Burns excused herself, stating that she will not go into Executive Sessions, due to trust issues with other committee members.

ADJOURNMENT

Dr. Spangler moved to adjourn at 11:45 p.m. seconded by Mr. Curro.
Voted 6-0

*Submitted by
Karen M. Fitzgerald
Administrative Assistant
Arlington School Committee/jc*

Request for Proposals for Consultant Services document attached.

Approved by Arlington School Committee 9/8/2009

SPECIFICATIONS

**REQUEST FOR PROPOSALS
FOR
CONSULTANT SERVICES**

The Arlington School Committee is seeking a consultant to work with the School Committee and the community in recruiting a new Superintendent of Schools.

The scope of the work involved will include, but not be limited to the following:

Assist the School Committee and the community to develop a job description for the position of Superintendent of Schools.

Assist the School Committee and the community in defining the leadership needs of the school system and in establishing selection criteria for a new Superintendent.

Assist the School Committee by facilitating focus groups.

Assist the School Committee and community in recruiting a diverse pool of qualified applicants.

Screen applicants, verify credentials, and check references.

Provide assistance to the School Committee and Community during the interview process, including being present for interviews/screenings by the search committee and public interviews before the School Committee.

Consult with the School Committee regarding contract negotiations with the candidate selected.

PROPOSAL SUBMISSION REQUIREMENTS

The following material must accompany the proposal. Any proposal failing to comply with all of the following submission requirements will be rejected.

Sealed proposals must be submitted in separate envelopes clearly identified as "price" and "non-price" in compliance with M.G.L. Chapter 30B.

An organizational chart indicating the names and positions of all consultants to be assigned to this contract.

An up-to-date resume and job responsibilities for each consultant who will work with the School Committee on this contract.

Letters of reference and current client list relevant to this sector.

A signed Certification of Non-Collusion, as well as a signed Certification of Payment of Taxes to the Commonwealth of Massachusetts.

MINIMUM CRITERIA

Each consultant must have successfully completed at least five (5) prior contracts where he/she acted as a consultant to a school system or comparable entity on organizational development and leadership.

Each consultant must have a minimum of five (5) years background or experience in working with school system administration or comparable entity.

Each consultant must demonstrate his/her ability to work with staff, parents, and community members in helping the School Committee establish the criteria and characteristics of the Superintendent sought by the community.

Each consultant must demonstrate his/her ability to effectively organize, communicate, and facilitate community forums and participation.

COMPARATIVE CRITERIA

All responsive and responsible proposals will be evaluated and rated on the basis of the following comparative criteria.

Proposals in which the consultant assigned to this contract possesses five (5) or more years experience as a consultant in school systems or comparable entities in organizational development, leadership, and management will receive a highly advantageous rating.

Proposals in which the consultant has experience in building alliances between the school system, town government, business, and the community in relation to school system management and leadership will receive a highly advantageous rating.

Proposals in which the consultant has demonstrated results in attracting and placing minority and non-traditional candidates will receive a highly advantageous rating.

Proposals in which the consultant has knowledge of the issues in Arlington schools, its culture, and history will receive a highly advantageous rating.

Proposals in which the consultant has experience in applying community input to the search process will receive a highly advantageous rating.

Proposals in which the consultant has demonstrated experience and success in managing the multiple needs and priorities of an active School Committee will receive a highly advantageous rating.

Updated 8/27/09

DEADLINE September 25, 2009